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Campus News July 7, 2006

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CAMPUS NEWS - July 7, 2006

La Salle University's Weekly Informational Circular

Please join Health Services and the Division of Student Affairs



in wishing

Dr. ROBERT CHAPMAN

Coordinator of the Alcohol and Other Drug Program

success and happiness

as he leaves La Salle University after 18 years

to accept a

faculty appointment in the

Behavioral and Addictions Counseling Sciences program

at Drexel University.



THURSDAY, JULY 13TH, 3:00 p.m. – 4:30 p.m.

Counseling Center – Mc Shain Hall



Division of Student Affairs

To: Campus Community

From: Sean P. Killion
Associate Director

Re: **Procedures for Early Arrival Requests for Fall 2006**

The *Procedures for Early Arrival Requests* have been developed to organize requests submitted by students, faculty, and staff, and to identify students with a need to be on campus prior to August 26, 2006. *Permission for early arrival will be at the discretion of the Division of Student Affairs.*

WHO

Students who have a need to be on campus prior to Opening Day may include those participating in athletic training, involved in certain registered student organization activities, arriving early due to international flights, involved in Day ONE, or working for a University office. Please note the following:

- Community Development Staff, Team Leaders, and resident Intercollegiate Athletes will be submitted by their respective administrative offices to Administrative Services and are not required to submit individual requests.
- Registered Student Organizations must have a representative of their group contact Pete Lafferty at (215) 951-1699 or lafferty@lasalle.edu for approval **prior** to submitting on-line Early Arrival Request Form.
- Faculty and Administrators may submit a request for a student to return to housing early through the request form. See details below.

WHERE

The *Early Arrival Request Form* may be found on the Student Affairs Channel in mylasalle.

WHEN

Early Arrival Request Forms are due prior to July 14, 2006. Requests received after this deadline will not be approved. Pre-established dates for early arrivals include Saturday, **August 12**, 2006, Saturday, **August 19**, 2006, and Tuesday, **August 22**, 2006. Individuals and groups approved for early arrival will be required to move-in on the one of these pre-established dates that is determined to be appropriate for their approved needs.

HOW

Students as individuals may submit an Early Arrival Request Form, **OR** faculty and/or staff may submit the form on their students' behalf.

Individual Submission

Resident students with a need to arrive early will be required to complete the *Early Arrival Request Form*. This form may be found on the Student Affairs channel through mylasalle and must be submitted no later than August 1, 2006. Requests received after this deadline will not be approved.

Faculty/Staff Submission

1. Complete the *Early Arrival Request Form* on behalf of your student(s) or student group(s). This form may be used to submit one name or multiple names comprising a group, **OR**
2. Submit a list prepared in Microsoft Excel with 1) the name(s) and I.D. number(s) of the student(s) and 2) the early arrival date being requested. Email this list to Karen Kostelny, the Housing Services Associate, at kostelny@lasalle.edu prior to the deadline date of July 14, 2006.

The Unit staff member within Student Affairs who normally works with International and the last group of Day ONE students should submit their Early Arrival Requests by the deadline date of July 14, 2006. Please use the Student Organizations classification for these groups.

All requests for Early Arrivals for Fall 2006 will be due no later than July 14, 2006. Students who wish to be considered for early arrivals after the deadline date will be subject to a late fee of \$50.00 that will be assessed to the student or department account.

Thanks in advance for your cooperation!

The Campus News

Procedures for Submitting Items for Inclusion in the Campus News

All information must be submitted electronically as text by selecting a web form located in the **Campus News channel** in the mylasalle portal (located in the **Staff Services Tab**).

- Accompanying graphics may be submitted separately in the following manner:
 - via e-mail to the **campusnews@lasalle.edu**. The article title must be included in the subject line of the e-mail.
 - via 1/4 floppy disk or CD
 - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

If you have any questions or need assistance...

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the Campus News.

If you need assistance with submissions, please contact Jim Sell at 215-991-3615 or jsell@lasalle.edu

Sam Pino at pino@lasalle.edu (X1039)
Mail and Duplicating

Jim Sell at jsell@lasalle.edu (X3615)
Portal Communications

Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
- **NEW!** Positions of Employment at La Salle University: **Monday at 2:00 PM**